Creating an ePLACE Account

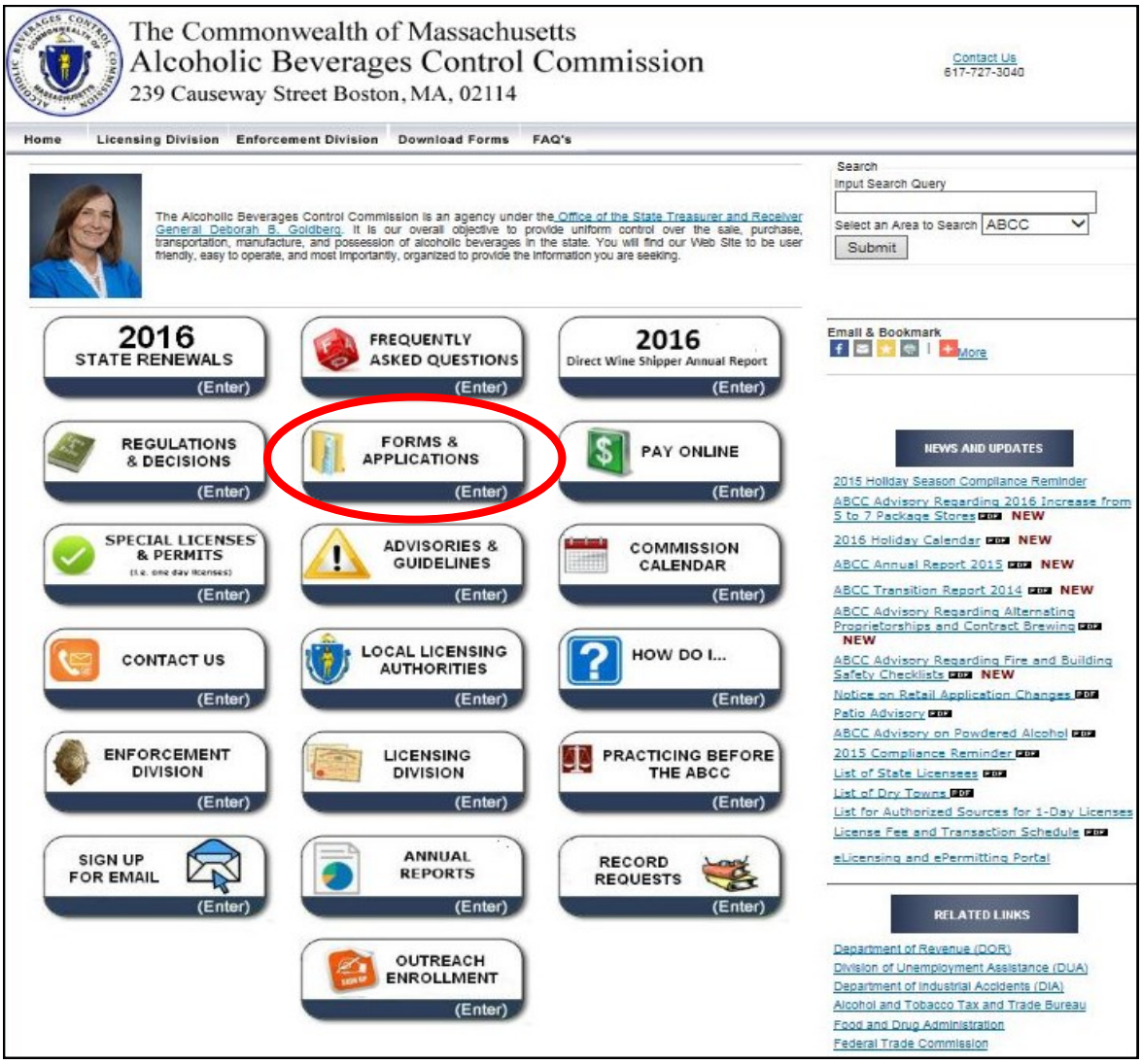
New Licensees

Visitors to ePLACE must create an account in order to access most system features. Creating an account is quick and easy and allows immediate access to the system. Following are step-by-step instructions for creating an ePLACE account.

Note: You will have the option of registering your account under an individual name or a business name.

1. Accessing the Portal:

You can navigate to the portal through our website: www.mass.gov/abcc. Once there, click on our **Forms and Applications** page, then select the license type you wish to apply for.



Doing so will bring you to a page that lists all required documentation for that specific license type as well as an explanation of the software you will need in order to process your license. At the bottom of the page, you will find the link to the ePLACE portal (see below).

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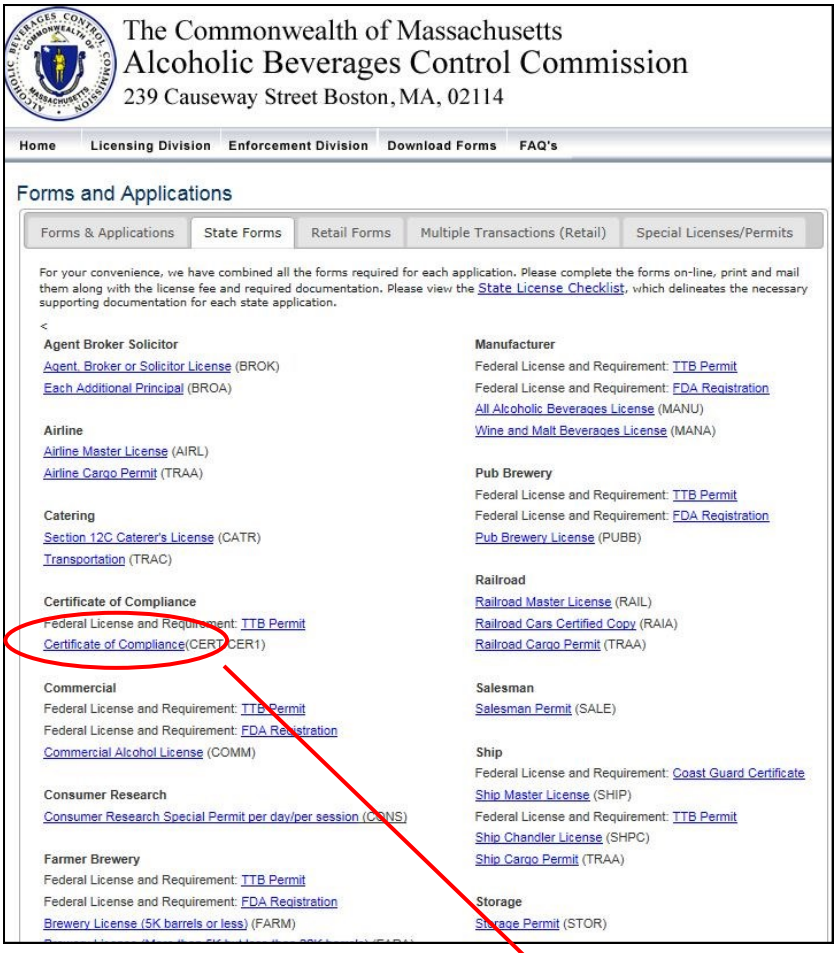
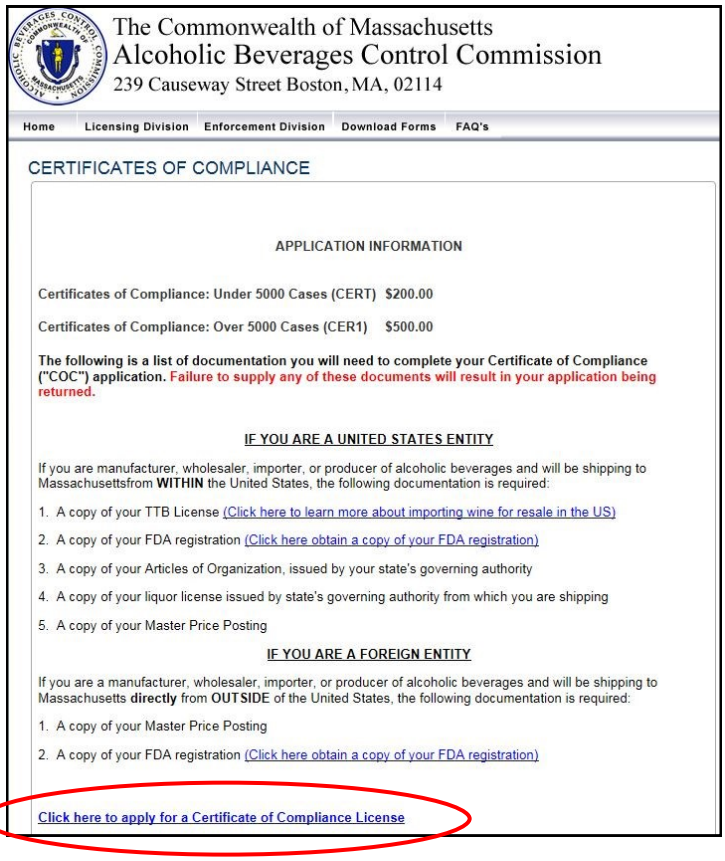
(Accessing the Portal continued)



Find the license type you are applying for and a new page will open explaining the necessary requirements for that license type.

** Please note, as we are doing a multi-phase rollout of the software, some license types may not be "live" in ePLACE at the time of your application.*



Clicking the link at the bottom of the page will bring you to the ePLACE portal, where you can apply for your license.

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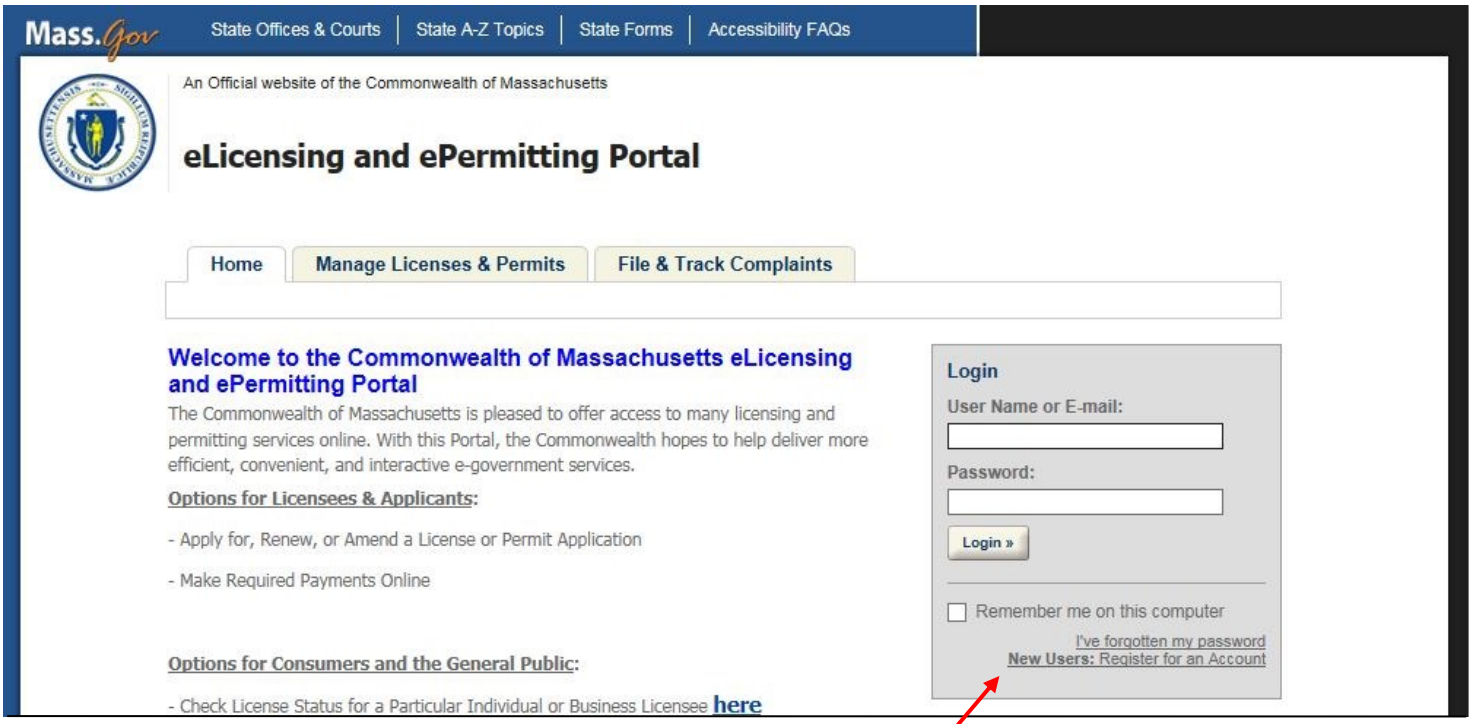
2. Homepage:

Once you arrive at the ePLACE home page, you will see a message welcoming you to the ePLACE Portal.

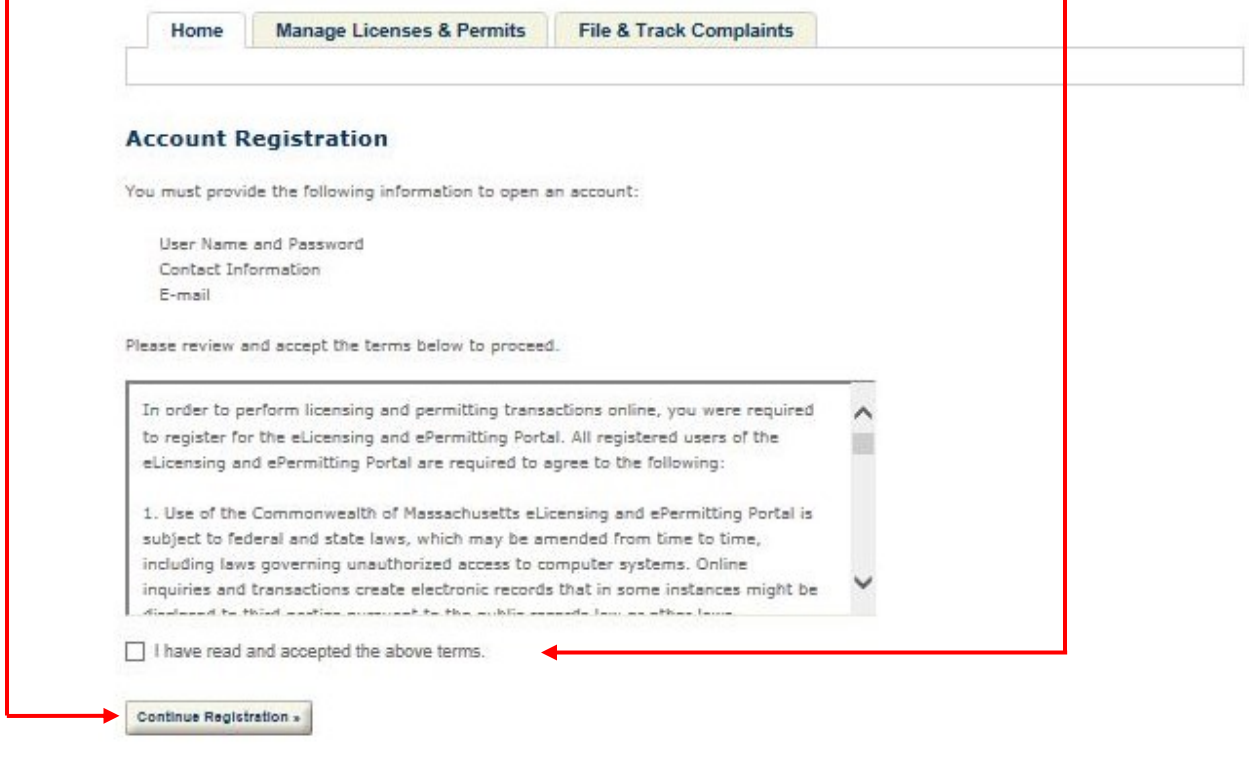


3. Register for an Account:

In the grey "Login" box, click **New Users: Register for an Account**.

4. Terms of Use:

Please review the terms of use, click the checkbox: "**I have read and accepted the above terms**" and click **Continue Registration.**



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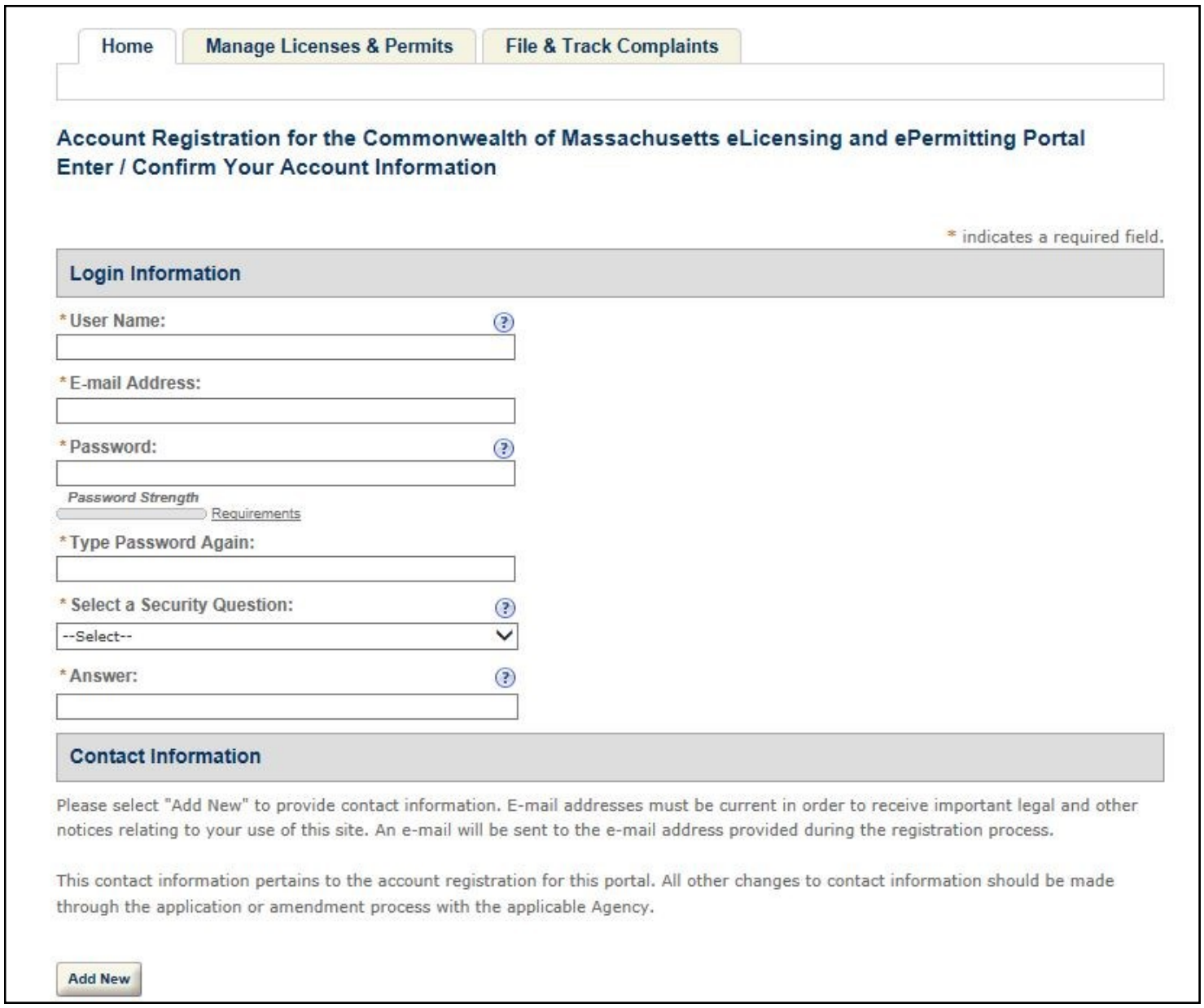
5. Log in Information:

Once you have agreed to the terms of use, you will be taken to the **Account Registration Page.**



6. Create Username and Password:

Please complete the **Login Information** section by creating a username and password. You will also be asked to provide an email address. The required fields are denoted by a red asterisk.

The password must contain the following:

- A minimum of 8 characters
- At least 1 upper-case letter
- At least 1 number
- At least 1 special character
- User ID cannot be part of the password.
- Cannot be any of your previous 15 password(s)
- Cannot be a password that you have used previously

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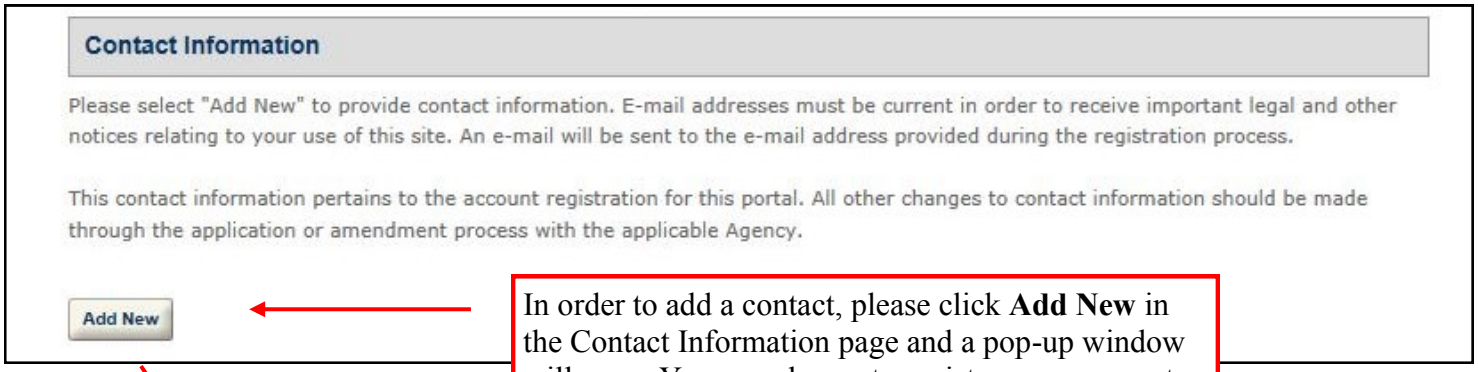
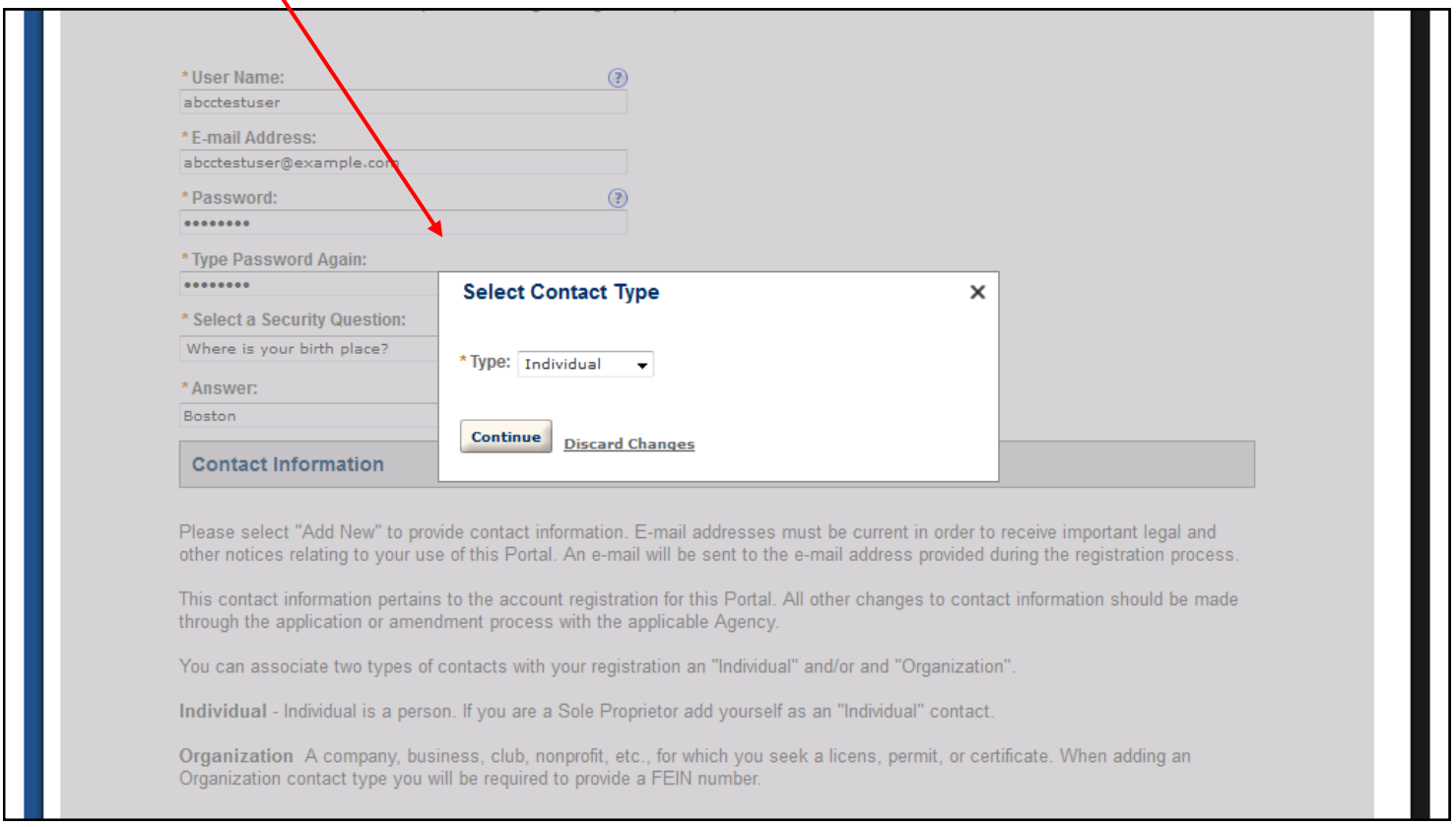
7. Contact Type:

Each account requires information for *at least* one Contact. The contact can either be an individual or an organization. The information provided will be used as the primary contact information for your account and should be kept up-to-date.



In order to add a contact, please click **Add New** in the Contact Information page and a pop-up window will open. You can choose to register your account as an individual or an organization (business).



Select the Contact Type you wish to add and click **Continue**.

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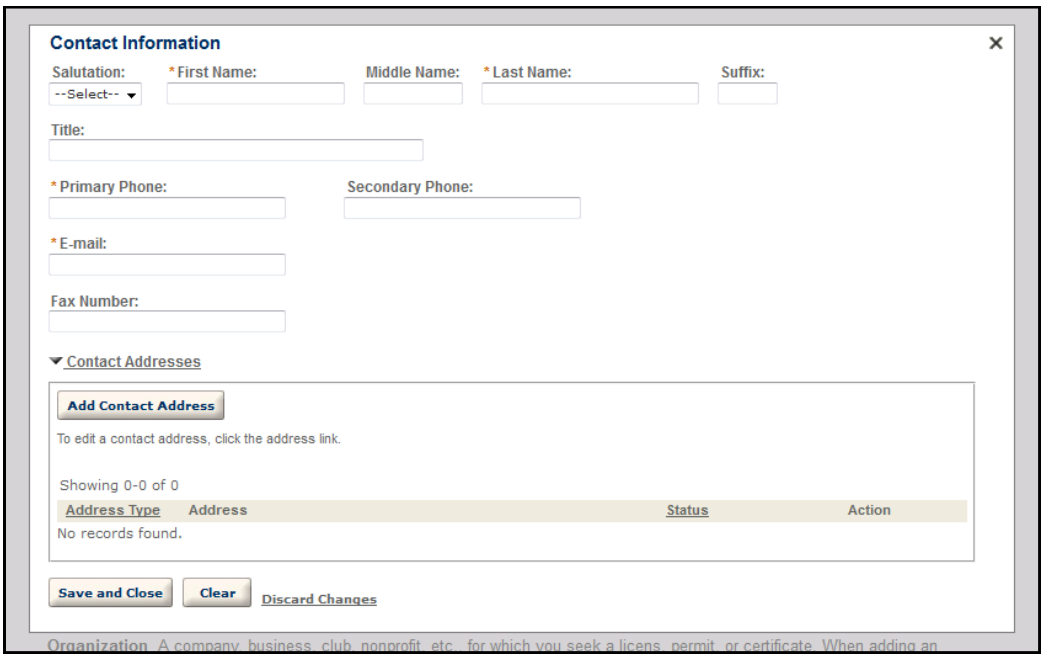
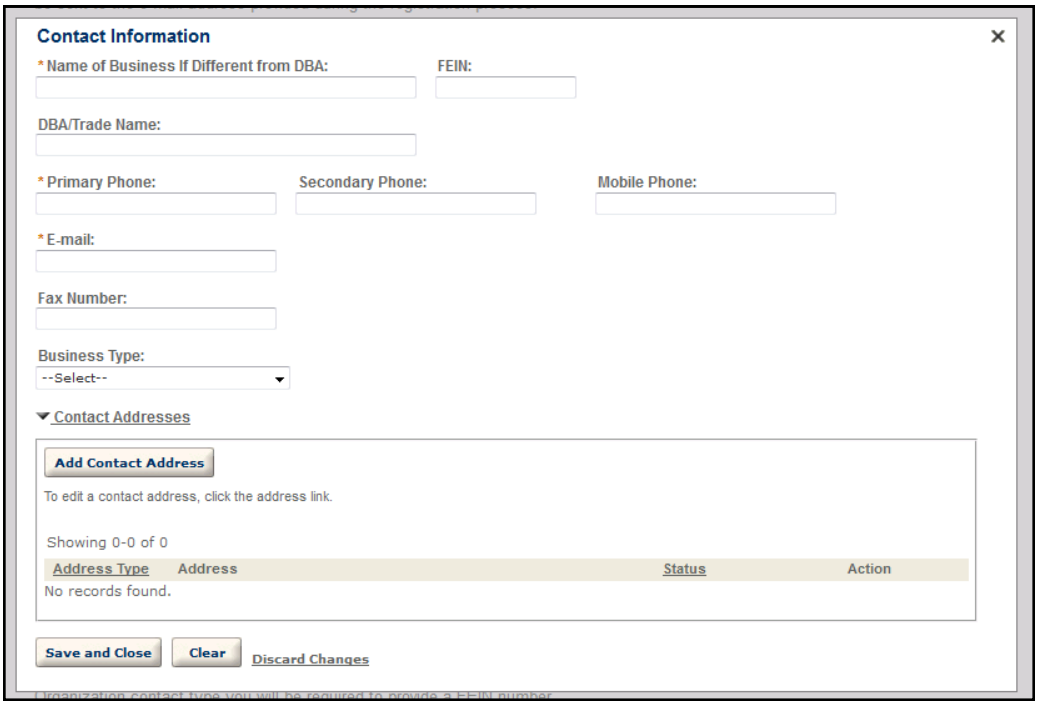
8. Register as an Individual:

Choose "Individual." The following popup screen will appear. Required fields are indicated with a red asterisk.



Register as an Organization:

Choose "Organization." The following popup screen will appear. Required fields are indicated with a red asterisk.



When complete, click **Save and Close.**

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9. Identity Verification:

Once the Contact Information Section has been completed, you will be returned to the Account Registration page. In an effort to reduce the amount of spam sent through the system, you are required to enter this word or phrase to prove you are a human and not a computer. Enter, then click **Continue Registration**.

10. Congratulations:

Once you have successfully registered an account, you will be notified with the following message: "Congratulations. You have successfully created an account with the Commonwealth of Massachusetts ePLACE. You will receive a confirmation by e-mail."